



***State of Washington
Department of Transportation
Notice to Consultants
Safety Management System Third Party Auditor for WSF***

Washington State Department of Transportation solicits interest from consultants interested in submitting a Statement of Interest to provide services for the Safety Management System Third Party Auditor for Washington State Ferries (WSF.)

Project Description

WSF is subject to the International Safety of Life at Sea (SOLAS) convention for the ferries it operates on an international route (between Anacortes, WA and Sidney, B.C.). One element of this international convention is the International Safety Management (ISM) Code. In accordance with this code, WSF must implement and maintain an approved Safety Management System (SMS) for both the vessel and the shoreside/corporate support organization and periodically verify the proper functioning of the ship's SMS as approved. This verification is accomplished through a third party external SMS audit process, which is conducted by an organization recognized by the Flag Administration. WSF must continue to conduct external third party audits in order to maintain ISM certification to operate between the United States and Canada.

The SMS audits must be conducted by an entity qualified as an ISM auditor (typically one of the classification societies) and recognized by the U.S. Coast Guard (representing the U.S. Administration as "Flag State"). In turn, the auditing entity must be authorized to issue a Safety Management Certificate (a SMC for each vessel operating on the international route) and a Document of Compliance (a DOC to the Company - WSF) on behalf of the Flag State Administration.

The ISM certification cycle is for a 5-year duration, with a single intermediate audit of the vessels (between years 2 and 3 of the cycle) and annual shoreside verification audits (yearly on the anniversary date of the initial certifying audit). In calendar year 2003, the existing 5-year ISM certification expires for WSF and the two vessels operating on the international route. Accordingly, a total of three initial certifying audits (two vessels and one shoreside) must be completed followed in subsequent years with annual shoreside verification audits and intermediate vessel audits. Services are desired commencing in early calendar year 2003 (preferably January, but no later than March), with a duration of 5 years to coincide with the 5-year certification cycle in order to cover the initial certifying audits and all subsequent intermediate audits over the life of the certificates.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of this project. The following information and criteria will be used to evaluate and rank responses:



- Qualifications/Expertise of Firm(s) on Team;
- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- Firm's Project Management System (Prime Consultant Only);
- Project Delivery Approach;
- References/past performances (Prime Consultant Only); and
- Cost factors (Prime Consultant and Sub-Consultants.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Interest (SOI) at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your SOI.

The SOI shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Proposal on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- Completed Performance Evaluations for the Prime Consultant Only (1 set);
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the Revised Code of Washington (RCW) 42.17.250 to 42.250.340.



Faxed or e-mailed submittals will not be accepted. Four (4) copies of your submittals, whether mailed or hand-delivered, **must arrive at the following address no later than 5:00 pm on Wednesday, November 13, 2002:**

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, October 2, 2002 and Wednesday, October 9, 2002.